

MERIT SYSTEM SERVICES

SAMPLE ACCOUNT CLERK

Section	Description	Questions
1	FILING	30
2	VOCABULARY AND READING COMPREHENSION	20
3	ABILITY TO WORK WITH NUMBERS	20
4	BOOKKEEPING AND OFFICE METHODS	30

Total 100

TIME ALLOWANCE: 1 HOUR, 45 MINUTES

SECTION 1: 15 MINUTES

SECTIONS 2-4: 1 HOUR, 30 MINUTES

NOTE

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(NOTE: THE ABOVE INFORMATION DESCRIBES THE ACTUAL EXAM. FOR PURPOSES OF BREVITY, THIS SAMPLE CONTAINS FEWER ITEMS IN EACH SECTION.)

SECTION 1

FILING

DIRECTIONS: Darken the box corresponding to the single best answer for each of the following questions.

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1. Filed numerically, which number would be last?
  - a. 17566
  - b. 17569
  - c. 17823
  - d. 17821
  
2. Which number differs from 67774 by one digit only?
  - a. 67785
  - b. 67874
  - c. 67884
  - d. 68874
  
3. Filed numerically, which number would be second?
  - a. 10230
  - b. 12011
  - c. 10023
  - d. 10132
  
4. Which number differs from 5000213 by two digits only?
  - a. 5000213
  - b. 5003233
  - c. 5012214
  - d. 5100213

5. Filed alphabetically, which name would be fourth?

- a. Kurt White
- b. Kyle White
- c. Kevin J. White
- d. Kenneth White

6. Filed alphabetically, which name would be first?

- a. James
- b. Jamison
- c. Johnson
- d. Jorgeson

SAMPLE

DIRECTIONS: The following items are designed to measure the accuracy with which you compare pairs of items. Determine how many pairs are exact duplicates. Mark your answer sheet as follows:

Mark choice a if one pair is alike.

Mark choice b if two pairs are alike.

Mark choice c if three pairs are alike.

Mark choice d if four pairs are alike.

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7. Sandy Clifton  
Bobby Alice  
Erica Sullivan  
Janice Smith

Sandy Clifford  
Bobby Alice  
Erica Silverston  
Janice Smith

8. Clarice Thompson  
Tom Hillford  
Tommy Dullis  
Victoria Clementine

Clarence Thompson  
Tom Hillford  
Tommy Dullis  
Vicky Clementeen

## SECTION 2

### VOCABULARY AND READING COMPREHENSION

DIRECTIONS: The following questions are designed to measure your vocabulary skills. For each question, choose the meaning of the word that most closely fits the meaning of the sentence. Read each question carefully and select only one answer for each item.

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9. To say that someone was *disheartened* means they were
- a. provoked.
  - b. encouraged.
  - c. discouraged.
  - d. lacking courage.
10. If a woman was described as *garish*, she could also be described as
- a. flashy.
  - b. cooperative.
  - c. unattractive.
  - d. overbearing.

**DIRECTIONS:** The following questions are designed to measure your ability to read and understand written material. Each reading passage is followed by one or more questions about the material you have read. Base your answers only on the material you have read and not on any prior knowledge you may have.

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11. Although researchers typically are responsible individuals, from time to time they will have emergencies and not be able to attend meetings. If you should show up to participate in a study and the researcher is not there, please go to the psychology office and obtain the proper form for this situation.

According to the paragraph, which statement is most correct?

- a. The researcher should be called if they do not show up at the designated time within 15 minutes.
  - b. If you cannot attend your meeting with the researcher, call the office.
  - c. If the researcher isn't present, stop by the psychology office to fill out a form.
  - d. If the researcher is not there, students will automatically receive credit for the appointment missed.
12. Vacation requests will only be honored if they are requested two weeks in advance. If there is need for vacation, the immediate supervisor must first be notified in writing. When requesting vacation, employee name, employee number, and dates requested should be included. Omitting any of this information could result in the delay of a response. Upon reviewing the request, the immediate supervisor will then check other schedule requests. Available vacation time will also be calculated to ensure individual availability of the hours requested. Submission of a vacation request is not an automatic approval of hours, just a request.

According to the paragraph,

- a. the immediate supervisor will approve all vacation requests upon receiving them.
- b. once a vacation request is given to the immediate supervisor in writing, the time off is approved.
- c. as long as vacation requests are submitted at least a week in advance, it is considered adequate notice.
- d. responses to vacation requests could be delayed if employee's name, employee number, and dates requested off are not included.

### SECTION 3

#### ABILITY TO WORK WITH NUMBERS

DIRECTIONS: Darken the box corresponding to the single best answer for each of the following questions.

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13. How many hours later is 3:30 p.m. than 11:00 a.m.?
- a.  $4\frac{1}{2}$
  - b. 5
  - c.  $5\frac{1}{2}$
  - d.  $6\frac{1}{2}$
14. Which number should occur next in the series: 24, 48, 72,
- a. 90
  - b. 96
  - c. 108
  - d. 117
15. An office assistant has 12 boxes of pens that contain 12 pens each. If she has to supply writing implements for a conference with 650 attendees, how many more boxes of pens will she need to ensure that everyone will have something to write with?
- a. 40
  - b. 42
  - c. 43
  - d. 506

## SECTION 4

### BOOKKEEPING AND OFFICE METHODS

DIRECTIONS: Darken the box corresponding to the single best answer for each of the following questions.

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16. An accounts receivable clerk could be best described as someone who
- a. pays all the bills in an organization.
  - b. keeps track of shipments received.
  - c. keeps track of all supplies needed in an organization.
  - d. receives payment, deposits it, and applies credits to accounts.
17. When supplies are ordered from a vendor, what form will most likely be filled out?
- a. credit
  - b. invoice
  - c. purchase order
  - d. return authorization



DIRECTIONS: The chart below gives employee information for a particular organization. Answer the questions below based on this chart.

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ACCOUNT NUMBER	LAST YEAR'S SALES	YEAR TO DATE SALES	TOTAL AMOUNT DUE
CA19356	\$198,223.55	\$ 10,359.67	\$ 0
CA23555	\$554,564.65	\$689,564.48	\$487,125.85
OR25688	\$ 10,568.45	\$ 9,125.85	\$ 0
WA64897	\$ 0	\$358,486.56	\$ 0
NV55568	\$ 8,972.51	\$ 9,567.66	\$ 253.84

18. Of all the accounts listed in the chart above, which had the greatest overall increase in sales (excluding money owed)?
- CA19356
  - CA23555
  - WA64897
  - NV55568
19. If only this year's sales were being analyzed, which account would have the highest sales?
- WA64897
  - CA23555
  - CA19356
  - OR25688